

BMB 528 – Molecular Biology and Medical Genetics

Fall Semester 2 - 2022

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Notice to Students: Although course syllabi at MSUCOM have a consistent format, important details differ by course. For this reason, you must read the syllabus thoroughly at the onset of each course to know what the course will provide and what is expected of you.

Section 1 – Course Information

Course Description

BMB 528 is a 2-credit hour course that provides students with knowledge of basic principles of molecular biology and human medical genetics, storage and expression of genetic information, and transmission of genetic information to progeny.

Measurable Course Objectives

The American Osteopathic Association has identified osteopathic core competencies (OCC) essential for practice as a future osteopathic physician ([reference](#)). These are embedded throughout programmatic objectives and curriculum. The curricular structure also encourages proficiency in the Core Entrustable Professional Activities (EPAs) for Entering Residency as defined by the Association of American Medical Colleges to help build toward that future phase of the journey toward medical practice ([reference](#)). By the end of this specific course, learners should be able to achieve the following objectives within each competency domain indicated:

Medical Knowledge

1. Review the structural, developmental, biochemical, and regulatory mechanisms of cells, tissues, and organs to differentiate between normal and abnormal function. Learn the basic principles, concepts and language of molecular biology and human genetics. (*Biomedical Science - Molecular/Biochemical*)
2. Detail the storage, expression, and transmission of genetic information in relation to disease and disease response. (*Biomedical Science - Genetics*)
3. Describe the molecular and biochemical basis of health and disease through selected clinical presentations, such as congenital anomalies, gene expression, chromosomal disorders, macro- and microdeletion disorders, multifactorial disorders, etc. (*Biomedical Science - Pathology/Pathophysiology*)

Osteopathic Principles, Practice, and Manipulative Medicine

4. Demonstrate the connection between osteopathic tenets and foundational biomedical science as it relates to holistic patient care. (*OPP Principles/Integration*)

Patient Care and Procedural Skills

5. Recommend and interpret common diagnostic and screening tests related to the investigation of genetic disorders (molecular screening techniques, prenatal screening techniques; genetic testing techniques, etc.) using evidence-based and cost-effective principles. (*Diagnostic Testing - EPA 2*)

Practice-Based Learning and Improvement

6. Practice using clinical decision-making tools and procedures (determining most appropriate diagnostic testing method, probability calculations, etc.) within the context of the diagnosis of genetic disorders. (*Clinical Decision-Making - EPA 7*)

Professional Development and Reflection Skills

Additionally, the American Osteopathic Association indicates several other competencies on which professional development and reflection across time will foster effective medical practice. These include the ability to work collaboratively as part of an interprofessional team; the maintenance of an inquisitive and scientific approach to learning and medical practice; and the adoption of self-direction in lifelong learning and clinical decision-making. This course will contribute to the development of these longitudinal competencies or skills as indicated:

Self-Directed and Lifelong Learning

Self-directed learning is a 4-step process that occurs within an encapsulated timeframe. The goal of self-directed learning is to help foster self-direction in your lifelong learning and clinical decision-making. This course includes the steps of self-directed learning as follows:

1. **Self-Assessment of Learning Needs** – Students are provided with a curricular topic, a set of related learning objectives, and related learning materials or prompts. Students are encouraged to reflect on their needs related to objectives and to engage with learning materials accordingly.
2. **Identification, Analysis, & Synthesis of Information** – Students are encouraged to synthesize and reflect on knowledge gained during engagement with learning materials in anticipation of formative/summative assessment activities that will occur in a related online module or live session. Should students find that a gap or desire for clarification persists, they are encouraged to re-engage with materials, seek out additional resources such as reputable and/or peer-reviewed web content, and/or engage with peers and faculty for clarification as necessary.
3. **Appraisal of Information Credibility** – Then students appraise and apply knowledge in an online module or during live sessions via formative/summative assessment. Typically, crowd polling is the tool faculty use to gauge student learning, providing clarifying notes based on responses. Additionally, live sessions include application activities that often make use of case scenarios, to allow students to further appraise and apply knowledge within the context of peer collaboration.
4. **Feedback on Information-Seeking Skills** – Faculty facilitators will aid in providing feedback to students in terms of responses and clinical reasoning/information seeking processes through probing questions, prompts for reflection, and prompts for elaboration among other strategies following both the formative/summative assessment and the application activities.

Course Director

(Note - Preferred method of contact is shown in italics)

Name: Martha Faner, Ph.D.

Phone: 313-578-9669

Email: fanermar@msu.edu

Address: CG-90, DMC

Course Faculty

Name	Email	Phone	Site
Andrea Amalfitano, DO, PhD	amalfit1@msu.edu	517-355-9616	EL
Martha Faner, PhD	fanermar@msu.edu	313-578-9669	DMC
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Name	Email	Phone	Site
Courtney Kokenakes, MS, CGC	kokenakc@karmanos.org *	313-576-9087*	DMC
Raquel Ritchie, PhD	rritchie@msu.edu	586-263-6296	MUC
John L. Wang, PhD	wangj@msu.edu	517-575-0991	EL
Carol Wilkins, PhD	mindockc@msu.edu	517-353-4927	EL

*Ms. Kokenakes has kindly allowed us to use recordings of her lectures even though she is unavailable for the course this year. For questions regarding her content please email the faculty member whose email is in the header of the lecture.

Curriculum Assistants

Site	Name	Email	Phone
East Lansing	Becky Brandt	Brandtb2@msu.edu	517-884-3880
DMC	Smita Deb - LEAD	debsmita@msu.edu	313-578-9628
MUC	Rose Shubeck	shubeckr@msu.edu	586-226-4788

Lines of Communication

- For administrative aspects of the Course: contact the course director.
- For content questions relating to a specific lecture or topic: contact the faculty presenter for that specific portion of the course or your SE MI on-site instructor.
- For absences/missed exams (see excused absence information below)
- Please set your notifications in D2L to immediate to receive posted News announcements. You may choose to receive notifications by email or SMS.

Office Hours

Office hours via Zoom or in-person are announced in site-specific folders under the Content tab of the D2L course website. Students are also encouraged: (a) to address questions to instructors via the E-mail system; (b) to seek individual consultation with the lecturer or other course faculty by appointment throughout the semester; and (c) to use the discussion board on D2L course website.

Course Web Site

The URL for the Course website is: <https://d2l.msu.edu>

You should pay attention to these MAIN items at this website:

- **Announcements** – Course-related communication to the class will be made here. You should check for announcements daily.
- **Syllabus** – Contains the course syllabus with information about the instructional teams, textbooks, exam dates, grading system, rules and regulations, etc.
- **Content** – Course-related materials.
- **Discussion Boards** – Lists of “submitted” questions organized by lecture topic. The discussion board will be primarily student led and periodically monitored by faculty. Additionally, questions emailed to the lecturer will be de-identified and posted. It is highly recommended that you check the discussion forum prior to sending a question to faculty as it is very likely that you are not the only student with questions – your question and others may already be available for your review – saving you time.

Although each visit to any section of D2L by an individual student is “tracked” by the computer and the instructors of the course will have access to such information, we do not intend to use it.

Textbooks and Reference Materials

Required

- BMB528 FS22 Course Pack
- Turnpenny, Ellard, and Cleaver, Emery's Elements of Medical Genetics. 16th ed. Elsevier: Churchill Livingstone. [978-0702079665] <https://www-clinicalkey-com.proxy1.cl.msu.edu/#!/browse/book/3-s2.0-C20180026808>
- Abali et. al., Lippincott's Illustrated Reviews: Biochemistry. 8th ed. Wolters Kluwer: Lippincott, Williams, and Wilkins. [978-9960717319] <https://meded-lwwhealthlibrary-com.proxy1.cl.msu.edu/book.aspx?bookid=3073>

Optional

- Jorde, Carey and Bamshad, (2016) Medical Genetics. 5th ed. [978-0323188357] <https://www-clinicalkey-com.proxy1.cl.msu.edu/#!/browse/book/3-s2.0-C20170009679>
- Nussbaum, McInnes, and Willard, (2016) Thompson and Thompson Genetics in Medicine. 8th ed. [978-1437706963] <https://www-clinicalkey-com.proxy1.cl.msu.edu/#!/browse/book/3-s2.0-C2009059798X>

Types of readings for the course:

- **Required Reading:** You are responsible for reading and digesting the content of this material even if it is not covered in class. **You will be tested on this content.** Your success in some of the lectures/activities will depend on you coming prepared. Therefore, it is important that you complete any preparatory readings prior to the lecture/activity to which they are assigned.
- **Suggested/Clarification Reading:** These are optional, for your enrichment. If anything in a particular lecture or required reading is not clear, you can seek clarification here.

A listing of suggested and required readings can be found at the beginning of the course pack.

Additional instructional materials, including the tutorial, required readings, problem sets, and computer-based instructional aides, may be provided on the course website. **These materials are intended to be an integral aspect of the course; instruction in some course objectives may be accomplished entirely through these exercises and experiences, and thus might not be explicitly addressed during lectures. Students are strongly encouraged and expected to make use of them.**

Opportunities to confirm your understanding:

Problem sets and their answers will be provided on the course D2L site. These problem sets are designed both to help the students grasp key concepts and connections and to provide practice in the skills and

tasks defined by the educational objectives. Some problems may resemble typical exam questions in style and depth; others will be more open-ended or explorative. These problem sets will not be graded but will provide students with an opportunity to assess their mastery of the objectives and to identify concepts that require further study.

Four practice exams, one for each BMB 528 Unit Exam, will be available for you to take using computer-based testing (Exemplify). Information on when the practice exams will be available and how to access them will be posted in the course D2L site and/or will be sent via email.

Course-based Academic Support

The course faculty are here to facilitate your learning. The large number of students in this course (about 300) necessitates a degree of formality. Also, since your schedules are very full, we must adhere rigidly to the lecture, small group and lab times assigned to this course. However, within these constraints, the needs of individual students will be accommodated whenever possible. Please feel free to contact the Course Director with any personal issues you may have involving this course.

Additional academic support resources can be accessed through MSUCOM Academic and Career Guidance and MSUCOM Personal Counseling.

Supplemental Instruction (SI):

Supplemental Instruction is an academic assistance program that utilizes peer-assisted study sessions. The SI sessions are regularly scheduled informal review sessions in which students compare their class notes, discuss assigned readings, practice problem solving, develop organizational tools, and predict test items. The participants learn how to integrate course content and study skills while working together. The sessions are facilitated by “SI leaders”, students who have previously taken the course, done well in it and are model students. The main purpose of this program is to improve students’ grades and their overall learning ability. SI session attendance is OPTIONAL (there will be no points associated with SI session attendance).

Schedule for SI sessions:

Friday, September 9, 4:00-6:00 pm
Friday, September 23, 4:00-6:00 pm
Friday, October 7, 4:00-6:00 pm
Thursday, October 20, 4:00-6:00 pm

Courses Begin and End Dates

BMB 528 begins on 8-30-22 and ends on 10-24-22. See addendum for detailed daily course schedule.

Exams/Assessments

The educational objectives, defined in the Course Pack for each section of this course, will serve as the basis for evaluating student performance. Mastery of these objectives will be expected whether those topics have been discussed in lecture sessions or explored using other resources (tutorial recordings, assigned reading, computer-based instructional aids). In addition, the successful achievement of learning objectives will require knowledge and skills acquired in other portions of the overall MSUCOM educational program. Students will be expected to apply concepts and vocabulary learned in other courses to problem-solving for exams/assessments in this course.

Student attainment of these objectives will be evaluated using four quizzes, four exams, REEF polling and two "flipped classroom" sessions.

a) Quizzes: The dates, content covered, and number of questions are in the table below. You will have approximately 1.5 minutes for each question. Please read and carefully follow the directions detailed below.

1. The quizzes will be administered using your personal computer-based testing device. You must ensure that this device is properly charged.
2. Ensure that you have Exemplify installed in your personal computer-based testing device.
3. You must DOWNLOAD the quiz to your personal computer-based testing device prior to entering the classroom to take the quiz (preferably by 6:55 am on the day of the quiz). The quiz will be available for downloading at least 24 hours prior to the quiz.
4. THERE IS NO CHECK-IN FOR THE QUIZZES—JUST COME IN AND BE SEATED (Please be prompt and punctual; late arrivals will NOT be allowed to take the quiz.)
5. You must be in your seat 5 minutes prior to the start of the quiz.
 - a. Have your personal computer-based testing device properly charged, the quiz downloaded, and Exemplify up and running.
 - b. Put away all your books, notes and papers, etc.
 - c. IN EAST LANSING: Students MUST sit in every other seat. Starting with the aisle seat for any given row, sit in every other seat.
 - d. scratch paper will not be given for these quizzes.
6. At the start of the quiz (e.g. 7:55 am), the lecturer-of-the-day will display the official time (for all sites) on the screen. Establish Zoom connection with all sites and make sure "content" is transmitted.
7. Once the room is quiet and any announcements are made, the passcode will be displayed. Students will type in the passcode and begin immediately. The passcode will be removed prior to the top of the hour.
8. If any problems are encountered starting, during, or submitting the quiz, please raise your hand immediately to summon a proctor.
9. Exemplify will automatically allow you 7 minutes and 30 seconds to take the quiz. The clock displayed on the screen is only for students taking paper versions of the quiz due to computer problems. We will call an end to the quiz at 7 minutes and 30 seconds after the paper versions started and all quizzes must be submitted. PLEASE, REMAIN IN YOUR SEATS AND KEEP QUIET.
10. ALL STUDENTS please turn your personal computer-based testing device towards the front of your classroom, so the proctors can verify that all students successfully submitted their quiz (i.e. we will see the "green screen"). If you are taking a paper copy of the quiz, make sure your name and PID are on the top of the quiz and turn it in to a proctor before you leave the room.
11. If you do NOT see the green screen, please STAND UP.
12. As soon as all the sites report to the lecturer that all the quizzes are completed, the lecturer will begin his/her lecture for that day immediately or dismiss class depending on the time of the quiz.
13. Absences:
 - a. If a student is not in the room before the door closes, he/she will be considered absent from the quiz. This includes late arrivals.
 - b. Students who are absent may request an excused absence as defined by the Excused Absence Policy and related procedures.
 - c. If an excused absence is granted, the student will be permitted to take a make-up quiz at a date, time, and in a format determined by the course director.

- d. If an excused absence is not granted, the student will be permitted to take a make-up quiz but with a penalty as defined below.
 - i. On the first unexcused absence, there will be a 20% deduction in the quiz score.
 - ii. Any further unexcused absences from a quiz will result in a score of zero for the quiz.

b) Exams: Unit exams 1, 2, 3 and 4, will contain 21, 24, 24 and 24 questions respectively from BMB 528 (see Table below).

1. Students that wish to inquire about the validity of an exam/quiz question or its answer must contact Dr. Faner within 7 calendar days of the exam display session or quiz key posting. To maintain security of assessments, you may NOT post questions on the discussion board regarding exam questions or quiz questions. Kindly email your questions to the course director.

c) Flipped Classrooms:

1. Cystic Fibrosis Case Discussion session requires students to do preparatory work and the in-person session will consist of group discussion and REEF questions. The preparatory work will consist of reading a case. There will be individual readiness and post-exercise assessments, contributing a total of 7 points to the Course Grade. We will be using participation in REEF questions as the mechanism to monitor attendance throughout the session. **You will not be eligible to earn points on the Post Exercise Quiz (PEQ) unless you participate in the REEF questions throughout the session.**
2. Current and Future Approaches to Genetic Disorders session requires students to do preparatory work and the in-person session will consist of student groups presenting to their peers what they have learned. The preparatory work will include: (i) watch a recording of a mini-lecture (~15 minutes); (ii) read an assigned article; and (iii) take notes on key points to contribute to a 1-page summary of what was learned. There will be individual readiness and post-exercise assessments, contributing a total of 6 points to the Course Grade. An additional point for this session will be associated with satisfactory completion and submission of a 1-page primer created with your POD. We will be using participation in REEF questions as the mechanism to monitor attendance throughout the session. **You will not be eligible to earn points on the Post Exercise Quiz (PEQ) unless you participate in the REEF questions throughout the session.**

Assessments	Projected Points	Material to be Covered
Quiz #1 9/7/22	5	Sessions 1-5
Unit Exam 1 9/12/22	21	Sessions 1-7
Quiz #2 9/19/22	5	Sessions 8-11 plus Tutorial: Mendelian Modes of Inheritance and Calculations
Flipped Classroom: Cystic Fibrosis Case Discussion 9/22/22	7	Cystic Fibrosis Case and Class Discussion

Unit Exam 2 9/26/22	24	Sessions 1-15 + Tutorial
Quiz #3 10/3/22	5	Sessions 16-19
Unit Exam 3 10/10/22	24	Sessions 1-23
Quiz #4 10/18/22	5	Sessions 25-27
Flipped Classroom: Current and Future Approaches to Genetic Disorders 10/20/22	7	Approaches to correction of genetic conditions
Unit Exam 4 10/24/22	24	Sessions 1-32

Course Grades

The course faculty determine the threshold for satisfactory performance in each preclerkship course. Your course grade will be determined by the following formula:

$$\frac{(\text{Unit Exams 1, 2, 3, 4} + \text{Quizzes 1, 2, 3, 4} + 2 \text{ Flipped Classrooms})}{(127)} \times 100\% = \text{Final Percent Score}$$

- **P-Pass**—means that credit is granted, and that the student achieved a level of performance judged to be satisfactory by the instructor. To obtain a “P” grade for this course, a student must obtain 70%.
- **N-No Grade**—means that no credit is granted, and that the student did not achieve a level of performance judged to be satisfactory by the instructor. A student who earns an accumulated score below 70% will receive an “N” grade.
- Remediation - Consistent with COM policy (see Remediating or Repeating a Course under Section 2 below), a student receiving an “N” grade will have the opportunity to remediate the course provided the following eligibility criteria are met:
 - Earn a final score in the course of 60% or greater, and
 - Your BMB 528 Unit Exam Average (the average of UE1, UE2, UE3, and UE4) must be equal to or better than 65%.

The remediation opportunity for this course will be by examination. Passing is 70%.

All remediation exams for semester 2 are scheduled for Tuesday, January 3 and Wednesday, January 4, 2023. Refer to the remediation policy information provided in Section 2 of this syllabus for more information.

Student Evaluation of the Course

We want your feedback on how to improve this course.

- Informal Feedback: Feel free to approach the Course director, Dr. Martha Faner, or any of the other course faculty with your reactions and suggestions.
- Formal Evaluation: In addition to the above, we ask every student in the class to complete formal on-line course evaluation upon conclusion of the course. Student feedback provides Course Directors with valuable information regarding their performance, the performance of their colleagues, and the quality of the course. The information gained from these evaluations is used to continuously improve future offerings of this course. Student in the Class of 2026 can access the evaluation system at: <https://msucom.medtricslab.com/users/login/>

Section 2 – Policies

Please refer to the at <https://com.msu.edu/current-students/student-handbook-course-catalog> for these and other policies.

Academic Honesty and Professionalism

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism, as outlined in the MSUCOM Student Handbook and the MSU Medical Student Rights and Responsibilities. These documents may be found on the MSUCOM website. Additional guidance on academic integrity may be found on the MSU Ombudsperson's website at <https://ombud.msu.edu/sites/default/files/content/Academic-Integrity-at-MSU-updated-August-2017.pdf>

Incidents of academic dishonesty or professional misconduct will be addressed by the faculty, administration, or staff; such action may include, but is not limited to: giving a failing grade, referring a student for judicial review, directing the student to the Associate Dean of Medical Education, evaluation by the Committee on Student Evaluation, and other actions outlined in the Medical Student Rights and Responsibilities document.

Types of Class Sessions

MSUCOM designates lectures and other class sessions by their delivery method. While additional terms may be used in a specific course, the following will provide general guidance to the type of session:

- Live or livestream lecture: broadcast at a designated time; intended to be viewed synchronously
- Online Lecture: recorded content, may be viewed asynchronously
- Webinar: more interactive session where student participation is expected
- Lab: may refer to on-site clinical skills training or online lab session; see details

Changes to Course Schedule or Requirements

Due to external circumstances, the course requirements published in the course syllabus and/or course schedule may be subject to change. Timely notification Communication regarding changes will be provided to enrolled students via the course D2L site and/or email. Any changes made will consider the MSU Code of Teaching Responsibility and the MSU Medical Students Rights and Responsibilities.

Mandatory and Optional Class Sessions

All lectures and other class sessions are considered to be integral to the course, and students are expected to attend, view, or participate in each session. Some sessions are designated as “mandatory” in that attendance at the session on the scheduled date and time is required. Depending on the course, a student may earn points for attending or participating in a mandatory session or may lose points for failing to attend or participate. Availability of make-up points for missed sessions is at the discretion of the course director. Optional class sessions are offered by faculty to assist students in learning or reviewing course content.

Absences from Mandatory and Examinations/Assessments

It is the responsibility of the student to know which class sessions are deemed as mandatory and comply with the MSUCOM policy regarding absences from mandatory sessions and examinations. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website. Requests for an excused absence must be submitted via the [student portal](#).

Computer-Based Testing

It is the responsibility of each student to know and comply with the MSUCOM policy on computer-based testing. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website.

Administration of quizzes, examinations, and other assessments may be self-proctored, virtual proctored, or classroom proctored. Regardless of the proctoring method, you are expected to take the exam in a quiet, private setting. Just like in a proctored exam, you are not to access notes, textbooks, references, your phone, or other materials, and you are not to interact with fellow students or others. Remember that integrity is defined as what you do when no one is looking.

You are also expected to not record, photograph, take screen shots, make notes of, or otherwise attempt to make a copy of any exam item for any purpose, including your personal use. A student who is discovered to have cheated or breached exam security will be subject to formal disciplinary action, up to and including dismissal from MSUCOM.

If you have concerns or evidence of an exam security breach on this or any exam, you may report that to an MSUCOM administrator or through the online concern form.

Medical Student Rights and Responsibilities

If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at splife.studentlife.msu.edu.

iClicker Reef/(iClicker Student) Policy

It is your responsibility to know and comply with the iClicker Reef (iClicker Student) Policy. This policy may be found in the MSUCOM Student Handbook. If you forget your device or if it does not work, for whatever reason, no make-up experiences will be provided, and no points will be given.

If iClicker Reef/iClicker Student is used to take attendance for an on-campus event, you will be expected to arrive to the physical location on time and to stay for the duration of the assigned activity. If iClicker Polling is used to take attendance for an online event, you will be expected to start the session at the scheduled time and participate for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should you provide access to your iClicker Reef/Student account to another student by sharing your device and/or account login, nor should you accept another student's device or login credentials to access iClicker Polling on their behalf. Answering questions or checking in for attendance on behalf of another student by using their device or account is considered to be academic dishonesty and may result in disciplinary action up to and including dismissal from the college.

Remediation

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. If you receive an "N" grade in a course, that grade will be recorded on your official transcript; you must meet the course requirement by successfully remediating or repeating the course.

Eligibility to attempt remediation of the course is determined by criteria described in the "Course Grades" section of the syllabus. If you are not eligible to attempt remediation, or if you fail the remediation, you must retake the course, provided you are eligible to continue in the program as determined by the Committee on Student Evaluation.

Student Safety and Well-being

The MSUCOM website and Student Handbook provide information on student safety, campus security, access to medical care and counseling services, and to policies on injuries and exposures. If you have an injury or acute illness on campus, an incident report should be completed. The form is available on the MSUCOM intranet or from Academic Programs.

Academic Support Resources at MSUCOM

As a way to acclimate you to the curriculum at MSUCOM, we have created a program called On Target: <https://michiganstate.sharepoint.com/sites/OnTargetforAcademicSuccess>

On this site you will find semester roadmaps which gives a general overview of each semester, tools needed to be successful in the curriculum and targeted resources for your unique learning situation. In each semester's road map, you will also find course expectations, tips for success, potential trouble spots, longitudinal course integration, and specific course study guides.

Requests for Accommodations

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-7273 or online at rcpd.msu.edu. Once eligibility for an accommodation has been determined, you may be issued a Verified

Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

During the preclerkship curriculum, the college will help to coordinate accommodations for additional testing time. Provide your VISA to Nancy Thoma, thoman@msu.edu, A333 East Fee Hall at the start of the term and/or at least two weeks prior to the assessment event (test, project, labs, etc.). Requests for accommodations received with less notice will be honored whenever possible. You may choose whether or not you wish to use accommodations for a particular event. For other accommodations, you may also review your VISA with the course director and curriculum assistant assigned to that course.

Title IX Notifications

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at titleix.msu.edu.

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, you should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. Instructors must report the following information to other University offices (including the Department of Police and Public Safety):

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child;
- Allegations of sexual assault, relationship violence, stalking, or sexual harassment; and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the MSU Counseling and Psychiatric Services.

Addendum: Course Schedule

Course schedule for the current semester will be posted to D2L. Changes to the course schedule will be noted on the class academic calendar ("Google calendar") and communicated to students via D2L and/or email. The schedule for the most recent offering of this course will be posted on the MSUCOM website under Current Students/Preclerkship Curriculum.